The Manager
Employee Benefits Solutions
Aviva plc
PO Box 520
NORWICH
NR1 3WG

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Date: 20/02/2013

Dear Sirs

Aviva GPP Plan Reference:…….

I hereby request you re-balance my investment portfolio, by selling and buying the appropriate units within the above plan, so as to match the unit fund allocations shown in the table below, as soon as possible.

Fund Name	**Revised percentage allocation**

The above should be the investment fund allocation for both my **existing units** and also for **all future contributions** until further notice. Please issue written confirmation that this request has been carried out, via my Advisers at Patterson-Mills Financial Planning.

Yours faithfully

Signed: ……

Name: ……